The WRRC director plans, directs, and executes the research and related programs formulated to achieve the objectives of the Center (attached WRRC objective statement). Briefly, the Center is established as a university-wide organized research unit related to water resources and designated as the "State Water Institute" for the State of Hawaii to carry out the federal-state cooperative water research and training programs as authorized by the Water Resources Research Act of 1964 (PL 98–242). It is the duty of the Center, the only one of this nature in Hawaii, to plan and conduct research in coordination with water agencies in the state, provide for training of water scientists and engineers through research, and interpret, disseminate and transfer research information for the solution to the continually changing water problems. Assistance to the Pacific island nations' water management through research and related programs is also encouraged.

The Center's basic approach is multidisciplinary and the research projects under its administration can be grouped into 5 divisions, hydrology, engineering, ecology, socio-economics jointly coordinated with a technology transfer division and the Environmental Center. All the divisions are served by faculty and supporting staff including publications, secretaries, fiscal and specialists. The Center operates a number of research facilities including laboratories and field stations.

Director's Office

The director's office headed by the director, performs the following principal functions for the Center:

1. Generates and administers program and budget plans for the Center and sets policies
2. Serves as principal agency on all matters with the U.S. agency administering PL 98–242
3. Plans research projects, assists in seeking funding and other support, monitors project progress, provides administrative, fiscal, clerical and facility support
4. Coordinates and promotes water resources research and related efforts among various units of the university
5. Represents the university on water resources research and related matters with extramural water and related agencies
6. Assists in university instructional and service programs through research and joint faculty appointment with instructional departments
7. Identifies Hawaii water problems in need of research and studies,
8. Publishes and disseminates by other means research information
   and transfer technology,
9. Administers personnel matters, research projects and support
    facilities of the Center, and
10. Secures space and facilities and assigns use priority.

Staff Offices

The staff offices consist of publications, fiscal, secretarial and
specialists. They provide supporting services to the director's office, the
research divisions, and the information and technology transfer division.

Publications
1. Sets publications style manual,
2. Reviews all manuscripts intended for journal, report, and
   book publications,
3. Prepares manuscripts ready for printing (typing, graphics,
   etc.),
4. Prints and distributes publications and provides custody of
   publication stocks,
5. Maintains publication personnel and related facilities, and
6. Performs special assignments made by the Director.

Fiscal Staff
1. Prepares budgets, expenditure plans, fiscal reports,
2. Advises on administrative fiscal procedure,
3. Facilitates authorized expenditures by opening and closing
   business accounts, and executes business transactions, and
4. Performs special assignments made by the Director.

Secretarial-Clerical Staff
1. Maintains a functional office providing services in reception,
   communications (phones, mail, etc.), and other related matters,
2. Maintains a reading-conference room and collections of
   publications,
3. Assists in water resources seminars and special activities,
4. Maintains staff personnel and business equipment and related facilities, and
5. Performs special assignments made by the director.

Specialist Staff
1. Maintains laboratories (water quality, hydrology, soils, hydraulics, etc.) and special facilities (photo, boat, etc.),
2. Provides technical counseling and services to research projects,
3. Serves as research project staff,
4. Performs public services including matters related to environmental impact statements, and
5. Performs special assignments made by the Director.

Research Divisions
The research divisions consist of hydrology, engineering, ecology and socio-economics. All divisions have the following identical major functions:
1. Plans and develops research and related program pertinent to the division,
2. Advises and counsels the director and other divisions,
3. Assists planning research and technology transfer programs and projects in cooperation with other divisions,
4. Serves as P.I.'s and in other capacity in research projects,
5. Provides instruction through instructional departments,
6. Provides academic assignments made by the director.

Information and Technology Transfer Division
This division serves both the director's office and all divisions by performing the following principal functions:
1. Publishes research findings by traditional publications,
2. Informs users of research findings of practical application,
3. Arranges and administers practical and effective means of technical transfer such as workshop, special seminars, short courses, manuals, handbooks, etc.,

4. Maintains a public information service, and

5. Performs special assignments made by the director.

**Environmental Center**

This division directs activities to stimulate, expand, and coordinate service, research, and education efforts to the University related to ecological relationships, natural resources, and environmental quality, with special relationship to human needs and social institutions, particularly with regard to the State. The staff of the Center provides research and clerical support in the Center’s three major areas of effort.

1. Coordination of environmental services provided by the University, including reviews of environmental impact statements, legislation, regulations, and major variances; preparation of state-of-knowledge reports; assistance to administrators, units, and committees concerned with environmental research; and advice to public and officials on access to environmental competence in the University.

2. Coordination of environmental research in the University, including identification and compilation of environmental research proposals and projects; performance or management of selected environmental research projects and contribution to the performance or management of others; and assistance to administrators, units, and committees, concerned with environmental research.

Coordination of the Environmental Studies Major Equivalent and Certificate programs for the Liberal Studies Program of the University. Designated advisor to Liberal Studies students seeking a Major Equivalent or Certificate in Environmental Studies. Coordinator of Environmental Studies internships.
The Water Resources Research Center (WRRC) was established by the Board of Regents as a University of Hawaii organized research unit in 1964, to carry out the Federal mandates of the Water Resources Research Act of 1964 (PL 88-379). Over the years, the Water Resources Research Act of 1964 has been periodically amended. The most recent amendment took place on September 26, 1990 when the Water Resources Research Act of 1984 was extended and authorized under Public Law 101-397 (Water Resources Research Act of 1990). Under its current mandates, it is the responsibility of the WRRC, (the only one of its kind in Hawaii), to plan and conduct "water" research together with and in coordination with various other related agencies throughout Hawaii. To provide classroom, field instructions and training for water scientists and engineers, through research, and interpret, disseminate and transfer research information for the solution to the continually changing water problems of the State of Hawaii. Assistance to the Pacific Island nations' water management problems through research is also encouraged and performed.

The WRRC identifies the water problems in Hawaii and conducts research to successfully manage these problems.

The WRRC is the water research center of Hawaii and serves as the State's principal agency on all matters with the Federal agencies administering PL 101-397. As such, WRRC coordinates and promotes water related research between the University, the State and Counties, and the private agencies in the State of Hawaii.

The WRRC assists in University instructional and service programs through research and joint faculty appointments with instructional departments.

The WRRC trains undergraduate and graduate students in water related research to encourage them to become the water scientists required to address the water problems of the future.
The WRRC maintains a public information service and communicates the findings of WRRC to relevant groups/agencies by the most appropriate means of communication (technical reports, books, manuals, bulletins, newsletters, workshops, seminars, conferences, etc.).

The WRRC administers the Environmental Center and as such coordinates environmental research (eg. ecological assessment of the environment), environmental service (eg. environmental impact statements and evaluations), and environmental education (eg. Certificate in Environmental Studies).

The WRRC operates and maintains a number of research facilities including laboratories and field stations to carry out its objectives.

The WRRC's basic approach is multidisciplinary and the research projects are grouped into five divisions: Hydrology (1.50 FTE), Engineering (1.50), Ecology (0.75), Socio-Economics (1.00), and the Environmental Center (3.00). All of the divisions are directed by WRRC faculty, and led and coordinated by the Director of WRRC (0.50) and supported by a staff of research associates, secretary and clerk-steno (4.50), and the Information and Technology Transfer Office (2.00), for a total of 14.75 FTE positions.

Approved by: [Signature]

Title: Director of Research

Date: December 18, 1990